

**Council on Academic Advising(CAA)**

**Agenda  
2/04/2008**

**10-11:30 pm, 350 Bascom Hall**

<b>Note Taker:</b>	Greg Smith
<b>In Attendance:</b>	Kathy Christoph, J. Edward Connery, Beth Dawson, Jeff Hamm, Jeff Hird, Christina Klawitter, Annette McDaniel, Jo Meier, Mary Mercier, Molly McGlone, Michele Mickelson, Sharon Nellis, Martin Rouse, Mary Schey, Jane Schimmel, Megan Schmid, Wren Singer, Greg Smith, Jim Steele, Julie Stubbs, Tim Walsh, Stacy Walz

<b>AGENDA ITEM</b>	<b>WHO</b>
1. Approval of January Minutes	All
2. Additions to the Agenda	All
3. Announcements	All
4. Reports from Other Campus Committees—MACAA	Jane Schimmel
5. Feedback on intervention practices for students in academic trouble	Christina Klawitter
6. CIC Advising Administrators Conference—Request for funds	Jo Meier Christina Klawitter Julie Stubbs
7. Advising Review—Update from subcommittee	Wren Singer Tim Walsh

**DECISIONS AND NOTES**

**Announcements: Martin Rouse** reminded CAA members of the February 14 deadline for nominations for the Outstanding Returning Adult Student Awards.

**Jeff Hamm:** William Miller will be the keynote speaker at a breakfast meeting planned for Friday, March 7, 8:45-9:45 at 21 N. Park Street. Professor Miller will talk about “Motivational Interviewing.”

**Report from MACAA (Jane Schimmel):** MACAA is planning a calendar of events for the spring semester: February -- Career and Academic Advising, being planned by Emily Dickman, Diana Maki, and Claire Peters; March – The Parent Program; April – Conflict Resolution; May – Assessing Learning Outcomes of Advising (Randy Gentile)

**CIC Administrators’ Conference:** The campus will host the CIC Advising Administrators’ Conference April 30-May 1. The planning committee submitted to CAA a request for \$500 to support expenses for hosting the conference. Request was approved unanimously.

**Advising Review (Wren Singer, Tim Walsh):** An exploratory task group met on Feb. 1 to discuss how CAA might respond to the suggestion from Ann Groves Lloyd and Wren Singer that the group review campus advising for first- and second-year students. The task group recommends that the content of the review focus on *general advising principles, goals, and learning outcomes* as opposed to the structures of advising. Topics might include expectations of all parties involved (students, parents, advisors) and the interconnectedness of advising processes and practices to other campus initiatives, such as the reaccreditation review, LEAP, etc. The group suggests that CAA take on this review next year as a major priority, with CAA members being appointed with this task in mind.

The discussion that followed included: making sure there is a consistent message about advising sent to parents and to students; CAA should work closely with the Parent Program to address the potential

disconnect of expectations; review should include assessment of how the campus is doing in achieving goals and learning outcomes. It was suggested that NACADA may be a source of information on assessment of advising.

The group agreed that while CAA should make the review of advising a major priority next year, the group also needs to remain focused on current campus advising issues.

A discussion followed regarding the composition of CAA and the appointment of members to CAA in the future. Several questions came up: should CAA include faculty, at least a faculty member who does academic advising? Should advisors who work with graduate students be included (CAA has primarily focused on undergraduate advising)? Julie Stubbs will draft a proposal for appointing CAA members, guided by how CAA has evolved in recent years.

The exploratory task group will continue to meet between CAA meetings to work on a charge for CAA regarding the advising review and a suggested process for the review.

**Intervention Practices for Students in Academic Trouble:** Christina Klawitter asked if other schools and colleges had proactive intervention practices to identify and assist students in academic difficulty. The School of Education requires a minimum GPA of 2.5 for students to remain in good standing; students with GPAs lower than that are identified. Nursing advisors will contact instructors in the major courses at midterm to identify students in trouble. UW-Milwaukee has an early warning system that had been examined several years ago. Volunteers offered to pursue investigating UW-M's program and will report back (see below). It was suggested that the topic of intervention programs be included among the agenda items for the CIC Advising Administrators' Conference hosted by the campus later this spring.

ACTION ITEMS	Person Responsible	Deadline/Task
Topic: How to identify students in academic difficulty	Christine Klawitter, Jeff Hamm, Sharon Nellis, Michelle Michelson	Investigating early warning systems
Topic: UW-Milwaukee early warning system	Jim Steele	Will look into UW-M's early warning
Topic: Appointment of members to CAA	Julie Stubbs	Will draft proposal for membership guided by evolution of CAA
<b>NEXT MEETING:</b> March 3, 2008 10-11:30 am, 350 Bascom Note taker: Annette McDaniel		